

Who can register for a digital evidence account?

Registration is open to the public, but specific case access\* will be provided by the court through an electronic invitation.

- To register for an account, please visit:  
<https://digitalevidence.azcourts.gov/Account/Register>
- For any registration questions, please contact the AOC Support Center at (602) 452-3519 or (800) 702-7743 or email at [pasupport@courts.az.gov](mailto:pasupport@courts.az.gov)

\*Qualifying cases will be determined per court division.

Are Resources available?

Yes, various resources are available.

To view a complete listing of options, visit

<https://www.azcourts.gov/digitalevidence/Training/Attorney-and-Self-Represented-Litigants>.



For additional information and training material, please visit:

<https://www.azcourts.gov/digitalevidence>



## Using Case Center in the Family Department to Submit and Manage Exhibits for Self-Represented Litigants



Case Center  
Digital Evidence Portal



## Case Center

### The Digital Evidence Portal

On August 25, 2021, Chief Justice Robert Brutinel signed Administrative Order 2021-142, implementing the digital evidence portal for use in all Arizona Superior Court and Limited Jurisdiction Court locations.

Case Center, the statewide digital evidence portal, provides a convenient electronic platform for attorneys and self-represented litigants to upload, organize, and manage exhibits.

The portal offers a standard platform that will allow exhibits to be shared and presented between case participants and the courts during an in-person and virtual hearing.



## Things to know

- **Who Uses Case Center.** Attorneys are required to use Case Center. Self-Represented Litigants are strongly encouraged to use Case Center but may opt out. To opt-out: At least 14 calendar days before your hearing, call Family Court Customer Service (602-506-1561), ask to be transferred to your Judge's division, and explain that you are opting out of Case Center and need instructions for how to submit paper exhibits to the division.
- **Email Address.** Make sure the Court has your valid current email address. The Clerk of Court will send you (or your attorney) a case-specific link to the email address on file that you will use to upload exhibits. If you do not have an email address, you can obtain a free one through [accounts.google.com](https://accounts.google.com).
- **Scanning Documents.** The courts' Law Library Resource Center, located in the Northeast, Southeast, and Downtown regions, has scanners available for Self-Represented litigants to scan their exhibits into the Case Center.
- **Uploading Exhibits.** Exhibits must be uploaded **7** calendar days before trial into Case Center. Case Center automatically numbers your exhibits. Ensure the numbers in Case Center match the exhibit numbers you are using. If not, you can reorganize the exhibits in Case Center by dragging and dropping the exhibits in the correct

order. During the hearing, the parties must use the Case Center exhibit numbers to identify exhibits.

- **Viewing Exhibits.** Once you are invited to Case Center, you will gain access to your exhibit folder, where you can upload and organize your exhibits, also known as a "bundle." You will also gain access to a "Shared Bundle," where you will be able to see the other parties' exhibits.
- **Pretrial Statement.** If your Evidentiary Hearing is a final trial, you need to prepare and file a Pretrial Statement **7** calendar days before trial. You must list the exhibits you are going to use in your Pretrial Statement. The numbering of your exhibits in your Pretrial Statement should match the Case Center exhibit numbers.
- **Use of Physical Exhibits.** Any evidence which can be uploaded to the portal should be. Physical exhibits are discouraged but may be submitted to the judge's division **7** calendar days before your hearing.

## Benefits of Case Center

- Safe and secure online option with 24/7 access to upload, organize, and manage exhibits.
- Extensive support of multimedia formats, including all document types.
- Convenient access to all digital exhibits submitted for a case.